

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F-21 HRS § 1:12**

To: Chief Procurement Officer

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

From: Department of Human Services, Social Services Division  
*Department/Division/Agency*

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

Title: Kokua 'Ohana (Helping Families) Project

Description: Recruitment of Native Hawaiian foster families and the support of these foster parents through faith-based and secular Native Hawaiian community-based organizations (CBOs). Birth families coming under investigation for child abuse and neglect will also receive support and advocacy.

Provider Name: Partners in Development Foundation (PIDF)	Total Contract Funds: \$127,411	Term of Contract:
Provider Address:  31 Coelho Way Honolulu, Hawaii 96817	Contract Funds per Year (as applicable).  NA	From:                      To: July 1, 2005          Aug. 31, 2006

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

Two Advocates will be hired to recruit Native Hawaiian foster families, support these families through the foster parent training and certification process as well as provide support and advocacy to birth families coming under investigation of child abuse and neglect.

Procurement by competitive means is not practicable or not feasible for this funding request as there is in existence a provider who currently has the infrastructure to provide the support for these Advocates. Partners In Development Foundation (PIDF) has the unique management structure required to coordinate recruitment of Native Hawaiian foster parents through a community organization approach. PIDF has established formal agreements with an array of faith and community-based organizations required to support this recruitment model, including but not limited to: the Association of Hawaiian Evangelical Churches (AHEC), the Association of Hawaiian Civic Clubs (AHCC; 50 secular community-based affiliates), the Department of Hawaiian Home Lands (DHHL; managing all Hawaiian Home Lands), The State Council of Hawaiian Homestead Associations, and others. AHEC and DHHL have even committed dedicated personnel as liaisons to their respective churches and Native Hawaiian communities. Effective Planning and Innovative Communication (EPIC) 'Ohana Conferencing and the Hawaii Foster Parent Association (HFPA) serve on the advisory board (with 15 other additional foster care and Native Hawaiian stakeholders) and they have formal arrangements to provide training and consultation for PIDF staff.

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS**

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

Procurement through competitive POS is not practicable on the basis that this funding request is too small to include the costs of replicating the infrastructure needed to carry out this project. An infrastructure for this project exists through the PIDF. PIDF has existing formal agreements with an array of over 20 government, faith and community-based organizations and Native Hawaiian organizations and PIDF has in place the infrastructure designed specifically to support these specific culturally targeted community-based activities.

An Advisory Board was established to assist in the development and execution of this project. The Advisory Board consists of the following organizations: Association of Hawaiian Evangelical Churches (AHEC), the Association of Hawaiian Civic Clubs (AHCC), the Department of Hawaiian Home Lands (DHHL), The State Council of Hawaiian Homestead Associations (SCHHA), EPIC 'Ohana Conferencing, the Hawaii Foster Parent Association (HFPA), as well as numerous other stakeholder organizations. None of these organizations suggested that they would want to provide advocates to carry out the objectives of this project. Furthermore, many of these organizations said that they would be interested in developing a program of this nature, but they recognized that they would not be able to without funding to establish the infrastructure it needs to carry out the objectives of this program.

A description of the state agency's internal controls and approval requirements for the exempted procurement:  
Grant Administrator - Provided all of the information about the Provider and efforts to determine availability of other providers.

Social Service Division POS Program Specialist - Consulted with supervisor and State Procurement Office for most appropriate means of procuring this project. Once contract is executed, the program specialist will monitor contract, make payments, and provide technical assistance.

Social Service Division POS Supervisor (TA Supervisor is the FRPS Administrator) - Supervisor will review any requests for funding increases, changes in unit rates, and other technical assistance. Contracts to be executed will also be reviewed and approved by supervisor before submission to the Fiscal Management Office/Property and Procurement staff.

Social Services Division Assistant Program Development Administrator - Provides for the services specifications and funding. Also provides information on availability of funds.

Fiscal Management Office/Property and Procurement staff- They will review and submit contract to the Attorney General's Office for review.

Attorney General's Office will review and comment, if needed.

Director of Department of Human Services- Provides the signature to execute contract.

Fiscal Management Office - Makes the payments to the Provider, tracks the contract amount and ensures that the amounts match between the contract, any contract modifications or funding change order forms.

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS**

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Grant Administrator\*  
Social Service Division POS Program Specialist\*  
Social Service Division POS Supervisor\*  
Social Service Division Assistant Program Development Administrator\*  
Social Service Division Support Services Office Administrator  
Social Service Division Administrator

\*Staff who will be involved in the administration of the contract

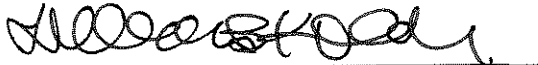
Direct questions to (name & position):  
Trisha Chung , Program Specialist

Phone number:  
586-5672

e-mail address:  
tchung@dhs.hawaii.gov

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

**I certify that the information provided above is to the best of my knowledge, true and correct.**

  
\_\_\_\_\_  
Department Head Signature

MAY 26 2005  
\_\_\_\_\_  
Date

Lillian B. Koller, Esq.

Director

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Position Title

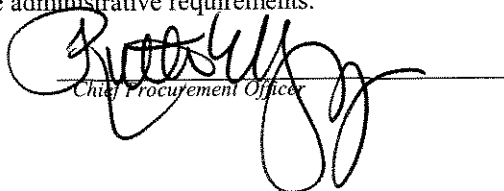
Chief Procurement Officer's Comments:

Should funds become available for future funding, DHS shall provide advance notice to the community and a competitive procurement shall be conducted.

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

  
\_\_\_\_\_  
Chief Procurement Officer

6/3/05  
\_\_\_\_\_  
Date

cc: Administrator  
State Procurement Office